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Chief, Procurement Division

JUN 15 1953

Acting Chief of Logistics

Logistical and Operational Planning Manual, Draft of

1. The subject draft manual is forwarded for your amplification and comments. The manual when completed will set forth a number of fundamental standard planning factors essential in the preparation and development of sound, comprehensive and understandable logistics plans in support of operations. The Preface elaborates on the development, use, importance and contents of the manual.

2. Specific sections of the manual are presently being edited and amplified by the various staffs, as well as the Real Estate and Construction and Transportation Divisions. The Coordination and Requirements Staff has outlined the various sections and indicated those undrafted portions of interest to other offices. An Index and a Bibliography will be included in the approved text.

3. Your attention is invited particularly to Section IX of Chapter II, entitled Procurement. No attempt has been made in the manual to establish policy or regulations, but rather to furnish the logistics planner with a general guide to the problems he must solve in planning logistics support, and to point out the solution to such problems. Attached to this memorandum is a short draft of the material which we feel should be covered in the Procurement section of the manual. After study of the contents of the draft manual, we request that you revise the attached paper to present briefly whatever material you feel should be included in this portion of the manual regarding Agency procurement activities as it would effect planning.

4. Revision and refinement of data must be a continuing process, and it is important that all concerned understand the need for forwarding comments, suggestions for improvement, additions, or corrections to the Coordination and Requirements Staff, Logistics Office. The target date for revision of this draft manual is 30 July 1953. It is requested that your comments and information be forwarded to the Coordination and Requirements Staff not later than the above target date.

SIGNED

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1 Enclosure

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SECTION . IX PROCUREMENT

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264.1 General

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The Chief of Logistics is responsible for the procurement of equipment, supplies and services required for Agency logistical support. He is authorized to designate Contracting Officers, and such designations shall be in writing by separate memoranda and will contain therein the scope and limitations of their authority. Contracting Officers may, subject to such limitations as are set forth in the memoranda of designation, enter into and administer contracts for equipment, supplies or services within the scope of CIA Regulation No. █. The authority for procurement of equipment, supplies or services by CIA is authorized under Public Law 110, 81st Congress, 1st Session, Central Intelligence Act of 1949.

264.2 Policies

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The Agency shall use that method of procurement most advantageous to the Government; price, quality, security, and other factors considered. Wherever possible the Armed Services Procurement Regulations will be followed, and to the extent practicable, equipment, supplies and services shall be obtained from other Government agencies within the scope of existing regulations. For detailed discussion of policies to be followed in regard to funds, sources of purchase, freight, classified contracts, specifications, etc., consult Part IV, Section C, of CIA Regulation No. █.

265.1

Purchase, as used in this section, means the buying, renting or otherwise obtaining equipment, supplies or services. By equipment and supplies we mean all property, except land or interest in land, including all furnishings and apparatus of every character, type and description, together with parts and accessories thereto; while by services we mean all types of services (except utilities, building maintenance, and personnel), including repairs to furnishings, apparatus, equipment and other miscellaneous services. Normal purchasing is done by means of contracts, which include all types of agreements and orders for the procurement of supplies and services for Agency logistical support. Contracts include awards and preliminary notices of awards, contracts of a fixed-price, cost-plus-a-fixed fee, or incentive type, contracts providing for the issuance of job orders, task orders, or task letters thereunder, letter contracts, letters of intent, and purchase orders. Further, it includes supplemental agreements with respect to any of the foregoing. For detailed discussion of purchasing, consult Part IV of CIA Regulation No. █.

266.1 Procurement Lead Time

Procurement lead time is generally defined as the time elapsing between the initiation of procurement action and the receipt into the system of materiel as a result of such actions. Procurement lead time varies for the different classes of supply, and for individual items within each class. When the question of procurement lead time will effect the planning of logistics support for proposed operations, the planner should obtain the current lead time for the items in question from the Procurement Division, Logistics Office.

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